



WELCOME TO MORGAN HILL RECREATION PRE-SCHOOL

Parent Information Package

**OUR STAFF LOOKS FORWARD TO WORKING AND
PLAYING WITH YOU AND YOUR CHILD!**

PROGRAM PHILOSOPHY

Everything a pre-school age child does is a learning experience. At pre-school, it is our job to introduce the children to as many different materials and hands-on learning opportunities as we can. We will PAINT, SING, JUMP, DANCE, WRITE STORIES, PLAY WITH PLAY DOUGH, BUILD WITH BLOCKS, AND CREATE MANY BEAUTIFUL WORKS OF ART. During circle time we will emphasize oral language and beginning math concepts. When we're not doing all this we will be working on the social skills of cooperating in a group, listening, following directions, and solving problems. Our program is recreation based and we embrace the theory that children learn best through play.

We are also a part of Project Cornerstone working to build developmental assets in children. Developmental assets are the positive relationships, opportunities, values and skills that young people need to grow up caring and responsible. These assets include adult role models, positive peer influence, caring school climates and a sense that community values youth. For more information attached color sheet or you can visit www.projectcornerstone.org.

PROGRAM GOALS



1. To instill a **LOVE OF LEARNING** that students can carry throughout their lives.
2. To provide age appropriate skill building activities that foster learning.
3. To provide children with the building blocks needed to master reading, writing and math skills.
4. To give children a sense of self-worth by allowing them to succeed at their own level.
5. To encourage creativity and confidence through art, music and motor-skill activities.
6. To build social skills including sharing, problem solving, making choices, cooperation, being considerate, taking turns, listening, sitting attentively, learning appropriate behavior for certain situations.

MORGAN HILL RECREATION PRE-SCHOOL

CONTACT INFORMATION

Recreation Coordinator

Chiquy Mejía
408-782-2128*830
chiquy.mejia@mhcrc.com

Recreation Manager

Chris Ghione
408-782-2128*801
chris.ghione@mhcrc.com

Recreation Main Office: 408-782-2128
www.morganhill.ca.gov

BEHAVIOR AND READINESS ISSUES

Staff reserves the right to move or drop students if the result is determined to be beneficial to the class as a whole. If a child's behavior is disruptive or dangerous to the child or other children, if separation anxiety is excessive, if the child is not totally potty trained and has repeated problems, the child will be dropped until these problems can be resolved. If any of these problems are observed by staff the parent will be contacted and consulted in designing an appropriate course of action to try to solve the problem. If these problems occur at the beginning of the school year they will need to be resolved by October 31st or the child will be dropped as a student and returned to the waiting list. If these problems occur during the school year, the parent will be consulted and a time-line will be established before the child will be dropped.



Little Learners Sample Daily Schedule

<u>Time</u>	<u>Activity</u>
30 minutes	Free play and art projects.
15 minutes	Circle Time which includes: songs, stories, and puppet shows
40 minutes	Group is divided in half half of the group goes outdoors to play while the other half remain inside and are able to participate in a more complex art activity as well as some individualized learning games and projects
15 minutes	Group rejoins and washes hands in preparation for snack
15 minutes	Snack Time
5 minutes	Story Time

Kinder Learners Sample Daily Schedule

<u>Time</u>	<u>Activity</u>
30 minutes	Students arrive and participate in a variety of free choice and self directed art activities
30 minutes	Circle Time which includes: calendar/weather, counting, letters, songs, puppet show, stories, discuss project and daily schedule
15 minutes	Group washes hands and enjoys snack together
15 minutes	Sharing Time (one child each class day)
45 minutes	Group is divided in half half of the group goes outdoors to play while the other half remain inside and are able to participate in a more complex art activity as well as individualized and small group games and projects
15 minutes	Group rejoins for story time and an indoor game

Please note: This is just a sample of how the teachers divide up a basic day. It is important to know that this schedule is an approximation of the time spent and that each teacher and class activities may vary.

MORGAN HILL RECREATION PRE-SCHOOL

PARENT HELPER DAYS

In order to make our program the best it can possibly be, **you are required to work in the classroom**. How often you are required to work in the classroom will depend upon how many students are in your child's class. If there are 20 students, you will have to help every 20 classes. However, if there are fewer students, you will be required to help more often. We will put up a "Helper Calendar" in the classroom. Your child's teacher will tell you when it is time to sign up for your required work day to fulfill your obligation. We have found bringing siblings on these days can cause problems. Please leave your little ones with a babysitter or trade babysitting with one of the other mothers. **The parent helper also provides a nutritious snack** (see snack policy below).

If you cannot work on your assigned day, please use your class roster to find a replacement parent helper. We count on the parent helper to reduce the student to adult ratio which allows us to spend more quality time with the children. If you have an emergency and cannot find a helper, please call the Pre-School teacher at (408) 782-0008 and leave her a message. It also helps if you can still send the snack even if you are unable to stay and help.

IF A PARENT DOES NOT WORK THEIR REQUIRED HELPER DAYS, THEIR CHILD WILL BE DROPPED FROM THE CLASS. The "helper" can be a grandparent or other responsible adult the parent designates. If the parent is unable to work their required workdays, arrangements can be made for a substitute staff member to work at a rate of \$30.00 per class for Little Learners and \$35.00 for Kinder Learners. Parents should make these arrangements with their child's teacher.

GUIDELINES

1. Parents are required to sign up for and fulfill their Parent Helper Day once every 20 class days.
2. Please wear informal clothing since you will be helping the children with art projects which may be messy.
3. Participate in group activities as much as possible. (Join class by sitting on circle for "circle times").
4. Think "hands off" when the children are creating a work of "ART"...remember it is their art project.
5. Don't ignore your child. In or out of a classroom, a child feels he or she has ownership of you. But, remember, on the day you work, you're there for **ALL** the children.
6. Ask the children where they would like their name placed on their papers.
7. If a child wants to write his/her own name, that's GREAT.
8. Encourage the children to try to do things for themselves, but never push them close to frustration. They may not be ready now, but will be in 2 weeks. Say, "If you need my help, just ask".
9. If the snacks that you are providing require cups, plates, spoons and/or forks please make sure to bring those.
10. Please turn off your cell phone while working in the class, or turn it to vibrate. If you do take a call please go into the hallway or playground to talk and let the teacher know about it.

HAVE FUN!!

THIS IS A VERY SPECIAL EXPERIENCE IN YOUR CHILD'S DEVELOPMENT.

SNACK POLICY



The Morgan Hill Pre-school Program is endeavoring to promote a nutritious snack program. This calls for a “team approach” between parents and staff. This program encourages active support from parents by eliminating the “cookie and punch” snack and replacing it with a nutritious snack from the list below or other creative nutritious snacks. The development of positive attitudes towards food is the basis for the practice of healthful dietary patterns.

Cheese and crackers
Bread sticks
Fresh fruit
Raw vegetables
Banana bread
Carrot cake
Apple sauce

Zucchini bread
Popcorn (no salt)
Trail mix (no peanuts)
Cold cuts
Pretzels
Sandwiches
Bananas rolled in honey & wheat germ

- Please remember that the snack should be kept to small servings as we do not want waste. **We suggest that you package the snack in small zip lock baggies that can be handed out easily and then the children can take any leftovers home rather than throwing it away in the garbage.**
- Snack time is really not so much about the food but more about manners and eating in a social environment.
- Please only bring natural fruit juices, milk, or water (**NO KOOL AID PLEASE**). **Please bring juice in quart or gallon size containers to pour into cups; no individual drink boxes please.**
- If your snack requires paper plates, or plastic ware, please bring that with you.

Please reserve cupcakes for birthdays or holiday celebrations only.

**IMPORTANT: IF YOUR CHILD HAS ANY FOOD ALLERGIES, PLEASE
SUPPLY THE TEACHER WITH A LIST OF WHAT THEY CANNOT EAT.
WE WILL ALERT THE OTHER PARENTS IN THE CLASS SO THEY
CAN AVOID THAT FOOD ITEM WHEN PLANNING THEIR SNACK.**

PRE-SCHOOL PAYMENT POLICY

Payments are due by the **FIRST CLASS DAY OF EACH MONTH**. A \$10.00 late fee will be charged if payment is not received by the first class day of each month. Until payment (including the \$10.00 late fee) is received, your child will NOT be allowed to attend class. If it is necessary for you to make your payment late, please notify the Recreation Coordinator or Manager at the Centennial Recreation Center (CRC) (408) 782-2128 and make special arrangements BEFORE the due date so we won't have to charge the late fee. If we do not hear from you prior to the due date and your payment is late, the late fee will be assessed.

PAYMENT METHODS

1. You may submit your payment to the Pre-School Staff in your child's classroom on the first class day of the month or you may pay in person at the Community and Cultural Center (CCC) front desk by check, cash or VISA/MC.
2. You may also sign up for automatic monthly payment by credit card.
3. Please write your child's name and class on the check or envelope when dropping off payment (example: Mary Lamb, LL TU/TH AM). This will help us credit the correct account.

CHECKS SHOULD BE MADE PAYABLE TO
"CITY OF MORGAN HILL".

Be sure to put your driver's license number and child's name on the check.

CANCELLATION NOTIFICATION

If you do not plan to have your child continue, we request that you notify the Recreation Coordinator in writing at least two (2) weeks prior to your child's last day.

SICK CHILD POLICY



Please follow these guidelines and if your child has any of these symptoms, please keep them home:

1. Fever within the last 24 hours
2. Excessive wheezing or coughing.
3. First 2 days of a cold, especially if the child is uncomfortable or has a runny nose with yellow/green mucous or a persistent cough.
4. Rash (not heat or allergy related).
5. Diarrhea, three runny stools in a row.
6. If your child is unable to participate in outdoor activities which are a regular part of our schedule. On rainy or very stormy days we will have activities inside the room, rather than outside.
7. Ask yourself this important question before sending your child to class...if your child is healthy, would you want him/her playing with another child that has your child's symptoms? If the answer is no, **please** do not bring him/her to school.

Please be considerate of other children when deciding whether or not your child is healthy enough to attend class.

Thank you for your consideration!!

IMPORTANT: YOU DO NOT NEED TO CALL THE PRE-SCHOOL TO LET US KNOW YOUR CHILD WILL MISS CLASS, UNLESS HE/SHE HAS A COMMUNICABLE DISEASE THAT WE NEED TO NOTIFY OTHER PARENTS THAT THEIR CHILD HAS BEEN EXPOSED TO. IF YOUR CHILD HAS A COMMUNICABLE DISEASE PLEASE NOTIFY THE STAFF IMMEDIATELY.

MORGAN HILL RECREATION PRE-SCHOOL

TIPS FOR PARENTS

- The teacher will open the door to signify that class is starting.
- Children check-in by finding their picture and either putting it on the teacher's display or table.
- Take your child to the bathroom BEFORE bringing them to class.
- Please do not drop off your child early or pick them up late.
- Children need to be picked up within 10 minutes after their class is over. If parents are more than 10 minutes late they will be charged \$5.00 for every 5 minutes they are late. Fee is payable to the teacher, by cash or check, when the child is picked up.
- When picking up your child after class, please wait OUTSIDE the room until the teacher opens the classroom door.
- Make sure to check your child's cubby before your leave the room for any notes from the teacher.
- Because many of our art projects are messy, please dress your child in comfortable "older" play clothes that will allow them to participate to the fullest. Sneakers are recommended to protect feet while playing in the playground, and outside areas. We especially like the Velcro closures on shoes because the children can take them on and off by themselves.

WHAT HAPPENS AFTER LITTLE LEARNERS?

We offer priority to Little Learners students who are enrolled in our program through June. We will notify you when the priority registration date is set.

THE PRIORITY SCHEDULE IS:

AM TU/TH Little Learners

Has Priority For

AM M/W/F Kinder Learners